

CHALCOTS WORKS GROUP (CWG) NOTES AND ACTIONS 08.01.2020**Attendees**

Hasan Shah (HS), Paula Schofield (PS), Cllr Steve Adams (SA), Paul Urquhart (PU), Sally Kikaya (SK), Astrid Kjellberg-Obst (AKO) and Abdul Khalique (AK)

Notes	Action	Due by
Apologies and Introductions <ul style="list-style-type: none"> Cllr Tom Simon, Mandy Ryan (MR), Lawrence Nicholson (LN), Nigel Rumble (NR) and Matt Jenkins (MJ) 		
Announcements. <ul style="list-style-type: none"> ToR to be discussed at a later date when there are more attendees. 		
Works Update <ul style="list-style-type: none"> Friday 10/01, Camden will be Interviewing 2 QI's and Team Leader for the QI's. Camden will also recruit a role which will cover the contract, performance, timeliness and cost of project. 		
<i>Kitchen window</i> <ul style="list-style-type: none"> Final design on kitchen window to be made 09/01. The Tilt-only recommendation remains for kitchen window and ventilation calculations have been consistent throughout the approach. The design team looked at whole host of designs and provided an overview on safety, purge ventilation whilst considering weather tightness and weight. 		
<i>BRE report</i> <ul style="list-style-type: none"> Camden will share the detailed design validated by BRE in a future meeting dedicated to discussing the BRE. LBC will go with this design and reps are welcome to ask questions. How the works are carried out will reflect residents' preferences, but the technical elements are a Camden decision. TRA requested a hard copy of BRE Report. Wates are finalising the Blashford show flat by the end of January including designs of the corner windows. Final design to be discussed this week. An update on the revised program and contract sum to be provided next week and will be published soon after. Scaffolding in Taplow and Bray will have improved fencing arrangement and lighting will be installed. Scaffolding to be put up to the brick zone in Burnham and Dorney with easier access to the bin areas. Access to bin areas at Burnham still blocked. This will be discussed at the Works Delivery meeting to address this issue. One row of bathroom windows will have obstructions from the scaffold poles. Camden has requested Wates to provide possible solutions for additional ventilation. Camden added that this shouldn't have happened but we will have to learn from this, make sure this is rectified going forward and people will need to be made aware that this will be corrected. The Bray workspace is now in place. 		

<p>Street parking</p> <ul style="list-style-type: none"> • Double yellow lines to turn to single yellow line on 10/01. Single yellow line to be shortened to return three parking bays. One Parking bay has already been reinstated and further two spaces will be reinstated later this week. • The single yellow line has to remain for loading and unloading purposes. • All of the changes will be shared with residents in the newsletter and the street will be appropriately signed. • The cabins that currently house the Wates office at Bray will be removed so there will be additional parking bays at Bray 	
<p>TRA engagement</p> <ul style="list-style-type: none"> • Meeting held on 19/12 with TRA Chairs. Notes will be shared. • Camden to organise workshop around survey results and will share summary of the results. • Camden suggested mini workshop to establish key attributes of TRA Chair so ToR can be finalised. • The TRA are against independent TRA Chair. The feeling is that the chair can be voted in by the attendees of the meeting • The TRA recommended each rep at the table should have a vote and voting rights should be made clear in ToR. • A Resident raised query whether the possibility of an independent TRA Chair and voting rights can be built into the ToR. • Camden suggested there should be a recruitment process where CWG can review candidates and decide what type of TRA Chair is needed that is best for the group and a mandate established through ToR as there are concerns about CWG and what it is supposed to achieve. • Co-chairing is another possibility to fulfil the neutrality among resident groups, but the TRA are against this idea. • It is evident that there are benefits of independent TRA Chair as reps who will have more of a voice for their own block. Candidates should have building and council housing expertise. It is essential that neutrality / no hierarchy between groups is achieved. • As there are different models for each block, it is agreed that each block designates who should be on the estate wide group. 	
<p>Any other issues related to the project.</p> <ul style="list-style-type: none"> • We need to have a fixed agenda so we can plan ahead and arrange relevant parties to attend, such as designers joining design meeting discussions. • Waiting from Legal for their explanation for essential repairs. • Burnham. 21st floor. Water seeping through. 	
<p>Next meeting</p> <ul style="list-style-type: none"> • Workshop to be held on 22/01. 	